

## Community College & Technical Center MIS

### MISATFOR - 9/19/96 Meeting Minutes

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**MINUTES**  
**CCMIS ADVISORY TASK FORCE (MISATFOR)**  
**September 19-20, 1996**  
**Meeting Attendees**

COLLEGE	NAME	SUNCOM	INTERNET ADDRESS
Brevard	John Walker	361-4646	<a href="mailto:WALKER.J@A1.BREVARD.CC.FL.US">WALKER.J@A1.BREVARD.CC.FL.US</a>
Brevard	Donna Lake	361-2280	<a href="mailto:LAKE.D@A1.BREVARD.CC.FL.US">LAKE.D@A1.BREVARD.CC.FL.US</a>
Broward	Ted Wright	459-7482	<a href="mailto:TWRIGHT@EMAIL.BROWARD.CC.FL.US">TWRIGHT@EMAIL.BROWARD.CC.FL.US</a>
Central Florida	Ginger Cruze	n/a	<a href="mailto:CRUZEG@CFCC.CC.FL.US">CRUZEG@CFCC.CC.FL.US</a>
Central Florida	Vince Jones	655-1668	<a href="mailto:JONESV@CFCC.CC.FL.US">JONESV@CFCC.CC.FL.US</a>
Chipola	Dennis Everett	776-2216	<a href="mailto:EVERETD@MAIL.FIRN.EDU">EVERETD@MAIL.FIRN.EDU</a>
Daytona Beach	Richard Maddaugh	372-3053	<a href="mailto:MIDDAUGH@DBCC.CC.FL.US">MIDDAUGH@DBCC.CC.FL.US</a>
Daytona Beach	Bill Beckham	372-3395	<a href="mailto:BECKHAB@DBCC.CC.FL.US">BECKHAB@DBCC.CC.FL.US</a>
Daytona Beach	Akovi Wilson	372-3510	<a href="mailto:WILSONA@DBCC.CC.FL.US">WILSONA@DBCC.CC.FL.US</a>
Daytona Beach	Laurie Van Dusen	372-4420	<a href="mailto:VANDUSL@DBCC.CC.FL.US">VANDUSL@DBCC.CC.FL.US</a>
Edison	Pat Gordin	724-1008	<a href="mailto:GORDINP@ECCRS.EDISON.CC.FL.US">GORDINP@ECCRS.EDISON.CC.FL.US</a>
FCCJ	Jeff Stuckman	864-3329	<a href="mailto:STUCKMAN@FCCJVM.FCCJ.CC.FL.US">STUCKMAN@FCCJVM.FCCJ.CC.FL.US</a>
Florida Keys	n/a	n/a	n/a
Gulf Coast	n/a	n/a	n/a
Hillsborough	Bernard Broske	253-7080	n/a
Indian River	Jerry Mock	246-4764	<a href="mailto:GMOCK@IRCC.CC.FL.US">GMOCK@IRCC.CC.FL.US</a>
Lake City	Jim Talmadge	840-1280	<a href="mailto:TALMADJ@MAIL.FIRN.EDU">TALMADJ@MAIL.FIRN.EDU</a>
Lake-Sumter	Ellen Lain	649-1526	<a href="mailto:LAIN@FIRNVX.FIRN.EDU">LAIN@FIRNVX.FIRN.EDU</a>
Manatee	Su-Hua Men	560-4250	n/a
Manatee	Sally Leitzman	560-4256	n/a

Miami-Dade	Cathy Morris	477-7468	<a href="mailto:CATHY@MDCC.EDU">CATHY@MDCC.EDU</a>
North Florida	n/a	n/a	na/
Okaloosa-Walton	Donna Bouchard	687-1327	<a href="mailto:BOUCHARD@OWCC.CC.FL.US">BOUCHARD@OWCC.CC.FL.US</a>
Okaloosa-Walton	Diane Baxter	687-1364	n/a
Palm Beach	Jim Howell	258-8083	<a href="mailto:HOWELLJ4@MAIL.FIRN.EDU">HOWELLJ4@MAIL.FIRN.EDU</a>
Pasco-Hernando	n/a	n/a	n/a
Pensacola	n/a	n/a	n/a
Polk	Jeanette Humphrey	580-1093	<a href="mailto:JHUMPHREY@MAIL.POLK.CC.FL.US">JHUMPHREY@MAIL.POLK.CC.FL.US</a>
Polk	Rick Logsdon	580-1057	<a href="mailto:RLOGSDON@MAIL.POLK.CC.FL.US">RLOGSDON@MAIL.POLK.CC.FL.US</a>
St. Johns River	Dick Clark	890-4142	<a href="mailto:CLARKD1.FIRNVX.FIRN.EDU">CLARKD1.FIRNVX.FIRN.EDU</a>
St. Petersburg	Susanne Fischer	532-3374	<a href="mailto:FISCHERS@EMAIL.SPJC.CC.FL.US">FISCHERS@EMAIL.SPJC.CC.FL.US</a>
Santa Fe	Bill Carman	650-5155	<a href="mailto:BILL.CARMAN@SANTAFE.CC.FL.US">BILL.CARMAN@SANTAFE.CC.FL.US</a>
Santa Fe	Brian Walsh	650-5178	<a href="mailto:BRIAN.WALSH@SANTAFE.CC.FL.US">BRIAN.WALSH@SANTAFE.CC.FL.US</a>
Seminole	Carolyn Graham	353-2054	<a href="mailto:CGRAHAM@IPO.SEMINOLE.CC.FL.US">CGRAHAM@IPO.SEMINOLE.CC.FL.US</a>
Seminole	Mary Taylor	353-2157	<a href="mailto:MTAYLOR@IPO.SEMINOLE.CC.FL.US">MTAYLOR@IPO.SEMINOLE.CC.FL.US</a>
South Florida	Dan McAuliff	750-0318	n/a
Tallahassee	Carlotta Appleman	292-8251	<a href="mailto:APPLEMAC@MAIL.TALLAHASSEE.CC.FL.US">APPLEMAC@MAIL.TALLAHASSEE.CC.FL.US</a>
Valencia	Ron Nelson	339-1362	n/a
Division Staff/Others: <a href="#">Howard Campbell</a> , <a href="#">Robert McMullen</a> , <a href="#">Margaret Wingate</a> (278-8597), <a href="#">Pat Windham</a> (278-0555)			

*If you have any questions concerning any agenda items discussed at the meeting, please feel free to call any of the MISATFOR members or attendees listed above. **MINUTES EXECUTIVE SUMMARY***

### **Student Data Base Issues - Jim Talmadge and Margaret Wingate**

Information was discussed on Data Elements 1002, 1101, 3102, and 3019. The reporting process for Advanced Technical Certification and Occupational Completions Points was reviewed. The following new data elements were discussed and will be reviewed further at the next meeting:

School-to-Work information (Tech Prep and Academies), Nation of Citizenship and Occupational Completion Points. Draft data elements will be brought to the next meeting for discussion.

Graduation Rate Survey IPEDS has completed a DRAFT report to fulfill the requirements for the Federal Student-Right-to-Know Act. The new report, Graduation Rate Survey, was reviewed and draft selection criteria will be reviewed at the next meeting. Performance Based Incentive Funding An updated status report was distributed. Members discussed adding Quick Response to the Student Data Base for the 1996-97 reporting year. Members wanted to continue to discuss this item at the next meeting. **The rule for supplemental placement was distributed and discussed.**

#### **Personnel Data Base Issues - Robert McMullen and John Walker <**

Status of the current data submission was given. The following data elements were discussed: 2005, 4030, 7005, 1045, 3005, and 2050. A motion was approved on how to report recreation and leisure courses on the Personnel Data Base.

#### **Legislative Budget Request - Howard Campbell**

A copy of the Budget Request was distributed.

#### **Performance Based Program Budgeting - Margaret Wingate**

A review of when the 1995-96 reports was discussed. A draft of the proposed Performance Based Program Budgeting Measure for Adult Education was distributed and reviewed.

#### **Approval of Minutes - Jim Talmadge**

The minutes of the July 15, 1996 and July 18, 1996 MISATFOR meetings were approved with no changes.

#### **Financial Data Base - Margaret Wingate**

An update on the Financial Data Base was provided.

#### **Facilities Data Base - Robert McMullen**

Five colleges have submitted data and two have loaded.

#### **Integrated Data Base - Robert McMullen**

An update was given on the status of implementation of the Integrated Data Base

#### **Student FTE - Robert McMullen**

The Enrollment Estimating conference met and reviewed the 1996-97 projections. An overview was given on this meeting.

### **Data Base Implementation Task Force - Howard Campbell**

All implementation plans have been received and forwarded to the Peer Technical Committee. They will have a meeting on October 3, 1996 to review the plans.

### **Accountability - Margaret Wingate**

Draft reports were distributed at the Workshop for some of the Measures. The final reports should be sent out next week.

### **MISATFOR Role and 1996-97 Membership - Howard Campbell**

An overview of the MISATFOR role was provided.

### **MISATFOR 1996-97 Goals and Objectives**

The Goals and Objectives were approved with a modification to remove dates from the goals.

### **OLD/NEW Business**

The following items were discussed: Bureau Status Report, Ad hoc Requests, 1996 Annual Reports Workshop, Transcript Analysis Request, and a Common Admission System.

### **Next Meeting**

There is discussion concerning having the next meeting in conjunction with the FACC meeting, perhaps on Tuesday afternoon and Wednesday morning. Howard will check on this further and notice will be sent out concerning the next meeting.

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## **MINUTES CCMIS ADVISORY TASK FORCE (MISATFOR) SEPTEMBER 19-20, 1996**

### **Student Data Base Issues - Jim Talmadge and Margaret Wingate**

#### **Data Element 1002 - Disabled Classification**

A task force appointed by the State Board of Community Colleges is reviewing the reporting of Disabled information.

#### **Data Element 1101 - Entry Level Test**

The CPT math scores that should be reported in this data element is the Algebra math score.

### Data Element 3102 - Financial Aid Type

Members were asked to review the need-based definition for this data element and bring information back to the next MISATFOR meeting.

### Data Element 3019-College Prep Credit Hours

The Division modified the critical edit to an information edit on this data element when comparing information on this data element to data element 3001.

### Advanced Technical Certificates

Margaret discussed with members about how to report the Advanced Technical Certificates on the Student Data Base for the 1996-97 reporting year.

### Occupational Completion Points

Margaret discussed Occupational Completion Points process on how to report this information in the 1996-97 reporting year. Margaret provided several examples of the new Occupational Completion Points and provided a records format for reporting.

### New Data Elements cor the 1997-98 Reporting Year

Margaret Wingate discussed several new data elements that could be added to the 1997-97 reporting year. The following new data elements were discussed: School-to-Work information (Tech Prep and Academies), Nation of Citizenship and Occupational Completion Points. Draft data elements will be brought to the next meeting for discussion.

### Graduation Rate Survey

IPEDS has completed a DRAFT report to fulfill the requirements for the Federal Student-Right-to-Know Act. The new report, Graduation Rate Survey, will be piloted in the next year with a select group of education entities. Margaret Wingate discussed with members the new report. Based on the input from the discussion, Margaret will bring to the next meeting a draft selection criteria for the Graduation Rate Survey.

### Performance Based Incentive Funding

An updated status report was distributed. This report contained the 1995-96 Summer Enrollment, Completers and Placements, 1995-96 Fall Enrollment and Completers and 1995-96 Winter/Spring Enrollment and Completers. The Division has left to complete in 1995-96 the Fall and Winter/Spring Placements, leavers and updates.

Please note that the 1996-97 reports generated on the Student Data Base is using the 1995-96 Occupational Forecasting list because the 1996-97 list has not been completed. A note has been added to the Performance Based Incentive Funding (PBIF) reports.

Members discussed adding Quick Response to the Student Data Base for the 1996-97 reporting year. Members wanted to continue to discuss this item at the next meeting.

#### MISATFOR Motion

*For the 1996-97 reporting year, continue reporting Quick Response information for PBIF in a supplemental file.*

*Motion was approved.*

The rule for supplemental placement was distributed and discussed.

#### **Personnel Data Base Issues - Robert McMullen and John Walker**

Status of the current data submission was given. Ten colleges had submitted data and one college had no errors and loaded into the database. One verification report is available. The report is the counts of table values for data elements. Other verification reports will be available in the future.

The certification queries from the Integrated Database report will be done when salary data is available, because most of the queries use salary and benefit data.

It was reported that some informational errors were not being printed because of the large number of errors. It was requested that the errors be printed.

For Data Element 2005 - Occupational Activity Code, GL code 52005 - Instructional Supervisor is listed as code 2 - Instructional. Because they may not teach, it was questioned whether they should be coded as 3 - Instructional Support or 4 - Librarian/Counselor as was the case for the old APR. It was suggested that the Division refer the question to the Business Officers.

A discussion was had on how to calculate the FTE for Instructors, especially those who were team teachers, supervised Directed Individual Study or taught multiple sections at one time. The Division will research the problem.

The following questions and answers were reviewed:

If a course is taught off site (DE 4030, TV 99) does the time of the course need to be reported?  
No.

The critical edit for no matching activity or reassignment record for Instructors (DE 2005, TV 2) was changed to informational because some instructors (i.e. substitutes) are not assigned to a course. The edit will kept informational and reviewed in the future.

An new informational edit to check for a benefit record with benefit type (DE 7005) with TV = A, B, C, D (termination payout or tuition reimbursement) without a regular salary. The new informational edit will be added.

Delete the informational edit for continuing contract (DE 1045, TV 1) and occupational activity not instructional (TV 2) or change to allow occupational activity of Instructional Support, Librarian/Counselor or Teaching Assistant/Associate (TV 1, 2, 3) because they are instructional related and may have continuing contracts. No change to edit will be made.

At the Annual Reports Workshop, MISATFOR approved the use of R as the first character in the course identifier (DE 3005) to identify Recreation and Leisure courses. Not all colleges identify R&L courses this way. It was suggested that either R is used as the suffix in the course identifier like the L for labs or to add a table value to course type (DE 3015).

### MISATFOR MOTION

*For Recreation and Leisure courses, the course identifier will have a suffix of R. Motion passed.*

*The motion was approved.*

The definition for Employment Status of Regular (FRS eligible) Full-Time (DE 2020 TV 1) be changed by adding the note that these employees may be in the Teacher Retirement System and other retirement systems.

Termination status (DE 2050) should be coded for:

Temporary employees with no contract? Code as Contract not Renewed or End of Contract (TV 5).

Office was closed but not officially Reduction in Force (RIF)? Code as TV 5.

Overloads - An instructor teaches 16 hours - 4 3 credit courses and 1 4 credit course. 1 hour is overload. When reporting the 1 hour is not cleanly split out. How will this effect the reporting of overloads? The Division will research this question.

Because of overlapping contracts during the summer term, is it necessary to have duplicate record keys for the employment record? The employment record key is = cnum, term, year, id, org/glcode, activity. There is no need to have duplicate records.

Some MISATFOR members suggested that the changes should be presented to the Human Resource Council for review. It was also suggested that the issue of calculating the FTE be presented to the Council of Business Affairs.

### **Legislative Budget Request - Howard Campbell**

A copy of the Budget Request was distributed. The Division is requesting an 8.88% increase in General Revenue funds. The request was reviewed and discussed.

### **Performance Based Program Budgeting - Margaret Wingate**

Howard met with the Registrars yesterday and drew up specific procedures for distribution. The Division is verifying the data now. The first Measure should be verified by next Friday. The first four parts of Measure 2 should be verified by October 30 and the modified distribution will be sent out shortly thereafter. The transcript analysis data is due back on November 18 and should be

verified by December 30. The Licensure data will be verified in February along with placement information. Reports will be coming out in October for Measure 1, in November for Measure 2, in January for Measure 3, and in March for the last two for Measure 2.

A draft of the proposed Performance Based Program Budgeting Measure for Adult Education was distributed and reviewed. Jerry Mock suggested that each college get information as to GED completers and send it to the Division. The members were asked to take the draft proposal back to their Adult Education people and review it with them for any additional suggestions.

#### **Approval of Minutes - Jim Talmadge**

The minutes of the July 15, 1996 and July 18, 1996 MISATFOR meetings were approved with no changes.

#### **Financial Data Base - Margaret Wingate**

An update on the Financial Data Base was provided. Three colleges have sent data and the Division is checking the edit program. The Division hopes to have the program done by September and begin working on the AFR in November.

#### **Facilities Data Base - Robert McMullen**

Five colleges have submitted data and two have loaded. The edit program has been changed for the term ID. There has been a change to the way reports are pulled down, and it is now the same as the Student Data Base. The reports may be retrieved at any time. If there are no changes to your Facilities Data Base, you do not need to resubmit, just complete and send in the Certification form..

#### **Integrated Data Base - Robert McMullen**

The test data base has been tested. They are in the process of setting common processes for running all data bases. The Division is working on the integrated edits, and will start working on the integrated reports which should be complete by December 1, 1996.

#### **Student FTE - Robert McMullen**

The Enrollment Estimating conference met and reviewed the 1996-97 projections. They will continue using the FTE-2 estimates. It has been decided that students who are home schooled can be dual enrolled at a community college. Robert asked for volunteers to take charge of the committee to see what effect the reduction in hours had on headcount for FTE. Pat Windham and

Jim Howell volunteered to work on this request.

### **Data Base Implementation Task Force - Howard Campbell**

All implementation plans have been received and forwarded to the Peer Technical Committee. They will have a meeting on October 3, 1996 to review the plans. Each consortium or college needs to have a representative available for questions from the PTC on that date. The DITF will act on the PTC's recommendations shortly after the October 3rd meeting.

### **Accountability - Margaret Wingate**

Draft reports were distributed at the Workshop for some of the Measures. The final reports should be sent out next week. There will be drafts for Measure 1 Part 2, Measure 3 Part 1, and Measure 4 Part 2. If you see any problems with the reports, please let the Division know as soon as possible. The Accountability submission will be done the same way it was last year.

### **MISATFOR Role and 1996-97 Membership - Howard Campbell**

The role has changes since last year. There are a few new primary members. The members were encouraged to take the information provided at the meetings back to their colleges and share it with the appropriate members there. The Division will check into having joint meetings with the Council on Instructional Affairs, Council of Business Affairs, and Human Resources Council.

### **MISATFOR 1996-97 Goals and Objectives**

There were two pages of Goals distributed at the July Workshop. There were suggestions at the July meeting for changes but no motions.

### **MISATFOR MOTION**

*Motion to change the Goals to drop any dates from the wording.*

*Motion was approved.*

### **Bureau Status Report**

The Bureau Status Report was distributed.

### **Ad hoc Requests**

The Division is working on an Ad hoc report for College Reach Out Program which will be distributed to the Report Coordinators. Margaret reviewed the reports and surveys the Division is working on. PEPC is doing a historical track of students beginning with 1993-94 high school graduates.

### **1996 Annual Reports Workshop**

All comments received concerning the Workshop were favorable. There were 170 attendees. It is the intention to hold the workshop at the Tradewinds again next year and it will be held the same week. The SUS will be having its workshop the following week and you may want to stay and attend some of that.

### **Transcript Analysis Request**

The request went out last Tuesday and it due November 18. It is basically the same as last year's with two additional. Field 7 added the total hours for ENS courses applied toward a degree. Field 12 tracks ENS course credit hours not accepted. Performance Based Program Budgeting Excess Hours - Measure 3 will be a subset of this data. Field 8 does include dual enrollment students. It was reiterated that you should include all hours on transfer students.

### **Common Admission System**

Howard met with the Registrars. FIRN is working on a Florida Collegiate Admissions system. There will be a presentation on the admission system at this year's FAEDs conference which is scheduled for October 22.

### **Next Meeting**

There is discussion concerning having the next meeting in conjunction with the FACC meeting, perhaps on Tuesday afternoon and Wednesday morning. Howard will check on this further and notice will be sent out concerning the next meeting.